

CHAPTER 6 - THE NEW EMPLOYEE

6.1 GENERAL

When a new person is employed, it is the responsibility of the supervisor to fully explain the duties of the position, to orient the new employee to the work environment and to explain his/her status as a new employee. In the Phoenix Metropolitan Area the Administrative Services Office will provide all administrative support for in-processing and explain the status and benefits of state service. All other geographic areas will be handled at those locations.

It is imperative that the new employee receives an explanation of his/her duties and responsibilities. Two vehicles are essential in this regard, both the Position Description Questionnaire (PDQ) and the Performance Appraisal for State Employees (PASE).

The PDQ describes the duties of the position. The Administrative Services Office will maintain the master copy of these documents on file. When a new employee is hired, a copy of the PDQ may be provided to the supervisor to use as a basis for the explanation of duties. An additional copy may be made to retain in the supervisor's file if he/she should desire.

6.2 THE PERFORMANCE APPRAISAL FOR STATE EMPLOYEES (PASE)

The PASE is the basis for an employee's rating, retention and any available salary/merit increase. The factors to be evaluated under the PASE system should be discussed with the new employee during the first week of employment.

6.3 ENTRY LEVEL SALARY

In accordance with ADOA Personnel Rules R-2-5-303F, new employees will begin at the entry level of the grade designated for the position. ADOA Personnel has designated specific exceptions (i.e. promotions, lateral transfers, Etc.); the Agency will honor these. Persons transferring from other State agencies will do so at the salary level specified in the ADOA Personnel Rules.

The Adjutant General may make exceptions for non-covered positions based on experience and/or difficulty in recruiting at the entry level.

6.4 TRAINING

The supervisor will determine any position unique and all general training requirements. All employees new to state government are required to be scheduled for Preventing Sexual Harassment and Ethical Issues in the Public Sector courses within 6 months of the start of their employment. In addition, all new employees must also complete the New Employee Orientation course and new supervisors must attend a Supervisors Training Seminar. Also see chapter 13 of this directive.

Supervisors will establish an on-the-job training (OJT) program if/as necessary for each new employee and will document the key completion elements of that program.

6.5 OUTSIDE EMPLOYMENT

It is understood that many of our employees may hold second jobs from time to time (moonlighting). In light of the provisions of ADOA Rules R2-5-501, it has always been the policy of the DEMA that the employees' Division Director must approve such employment in advance. Questions regarding any conflict of interest must be resolved and approved by the Division Director. This is not intended to impair any employee from enhancing his/her income, but rather to protect employees from actual or perceived conflicts of interest.

In addition, state employees are not permitted to work at the State Fair or any other state agency. Requests for exception to work at the Arizona Exposition & State Fair (Veteran's Memorial Coliseum and Exposition Center) must be forwarded through the Administrative Services Officer.

Any National Guard Member who is employed by any state agency can be called to State Active Duty for the state.

It is the responsibility of supervisors to ensure that each employee understands these provisions.